

NEW HIRE CHECKLIST

Employee Name _____ Location _____

(Please complete the HREZ Background Consent Form and Sentry MVR Form. On the MVR form, please list the hire date as the date the form was completed. If there is no hire date on the form, the results will be delayed. Fax each of these forms to the appropriate fax number – once we receive the results on both, we will contact you with the final approval for hire. Make sure you complete a drug screen as well.)

_____ Background Consent = _____ Result
_____ MVR Consent = _____ Result
_____ Pre Employment Drug Test Consent= _____ Result

(Give New hire packet to your employee and review contents. Verify all forms below are completed and return to HR/ Payroll dept.)

_____ Application
_____ Resume
_____ New Hire Form
_____ PFW Setup Form
_____ Emergency Contact
_____ Federal W4
_____ State Form (G-4, NC-4 or VA-4, A-4) whichever applies
_____ I-9 Employment Eligibility Verification
_____ Copy of Driver's License / Social Security Card / Passport
_____ Direct Deposit OR Total Pay Form
_____ Active Employee Certificate of Agreement
_____ Handbook Acknowledgement / WC Procedure Statement
_____ Confidentiality Company Information
_____ At-Will Acknowledgement
_____ Vehicle Usage
_____ Expenses Reimbursement Acknowledgement
_____ Dress Code
_____ Benefits Acknowledgement Form

(Give to Employee to keep and review important contents as part of the orientation process.)

_____ **I-Pay Statement Instructions**
_____ **Employee Handbook**
_____ **Safety Manual**

Employee Must return the following in 30 days to the HR Department. If not received within 30 days, benefits will be denied.

_____ Health Enrollment Form
_____ Flex Benefit Enrollment

Benefit forms given to employee _____ Date should be returned to HR _____